

## **Presenting a Petition to Council**

Members of the public have the opportunity to raise concerns about issues in their area at Council and Committee meetings. This can be by way of submitting a petition.

A petition is a formal document to Council containing the names, addresses and signatures of residents. Petitions draw the attention of Council to a particular matter or ask the Council to consider making a particular decision.

If you or a group of people would like to raise an issue with the Council you can contact your Elected Members or the Chief Executive Officer by letter, telephone or in person.

The following information is provided as a guide, the Councils Code of Practice – Procedures at Meetings outlines in full all the requirements that a petition must meet.

The template provided as part of this guide is provided as a suggestion only, it contains all of the basic information which the Council requires that a petition contain.

It is up to the Head Petitioner to determine the information which the petition contains and its format.

If you require further assistance in preparing your petition or have any questions about the petitions process please contact the Council and we will be able to assist you further.

### **Preparing your petition for signatures**

The Local Government (Procedures at meetings) Regulations 2013 requires a petition to:

- be legibly written, typed or printed
- clearly set out the request or submission of the petitioners on each page
- include the name and address (postal – number, street name and suburb or PO Box details) of each person who signed or endorsed the petition
- be addressed to City of Burnside and delivered to the Council Office, 401 Greenhill Road, Tusmore SA 5065

In addition, the Council's Code of Practice – Procedures at Meetings requires a petition to:

- be the original of each page of the document
- contain the name and contact details of the head petitioner on each page of the petition
- relate to a matter within the jurisdiction of the council
- not contain material that is offensive or defamatory

Your petition should clearly state that it is a public document and that by signing it, it is agreed that the names, addresses and signatures on the petition will be made available in the public realm, including publishing in a Council/Committee meeting agenda on the Council website. The City of Burnside will record these details for the purpose of the petition only.

It is important that you are aware that:

- Electronic petitions must meet the requirements for a petition listed above. It should be noted that petitions created through change.org or similar websites may not have a function to include a street address and therefore do not comply with the petition requirements as set out in the regulations.
- Pages or names that don't meet the criteria contained in the regulations and code of practice cannot be included as part of the petition.
- Petitions that do not meet the criteria contained in the regulations and code of practice will be treated as joint letters. At least 10 signatures are required for a petition to be considered by the Council as a petition.
- Under the Local Government Bylaws, it is not legal to collect signatures on Local Government Land without permission. If you are collecting signatures on private land, e.g., shopping centre, you will need the permission of the centre owner or manager.

### **Submitting your Petition**

When you have completed collecting your signatures on your petition, please forward the original pages to the Council addressed to the Chief Executive Officer.

Petitions need to be received 9 days prior to the next scheduled council meeting to allow for a covering report to be prepared.

### **What happens when Council receives a petition**

The Head Petitioner will be contacted to confirm receipt of the petition and will be advised of the Council Meeting it will be presented to.

All Petitions received that meet the criteria outlined in the regulations and Code of Practice will be placed on the agenda for the next ordinary Council meeting with a covering report.

The covering report will contain the number of signatures, it is important to note that duplicate signatures will be counted as one entry and any signatures which do not have a full postal address (street number, street name and suburb or full PO Box details) will not be counted.

The report and one page of your petition will be published in the Council Meeting Agenda and will be available on Council's website.

Petitioners are welcome to attend the meeting, however, cannot participate in the debate at the meeting.

If the head petitioner wishes to speak to the petition a request for a deputation needs to be made separately to submitting the petition.

After the Council meeting the outcome of the Council's deliberation will be included in the minutes of that meeting and the Head Petitioner advised.

It is up to the Head Petitioner if they wish to communicate the outcome of the petition to signatories.

